

Job Title: Jail Administrator

Department: Sheriff's Office

Immediate Supervisor: Sheriff

BRIEF DESCRIPTION OF THE JOB: Manages the operations of the jail facilities for the County. Supervises personnel and manages the budget and inmates.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of Time

Physical
Strength
Code

| | | |
|--|-----|---|
| 1) Supervises employees by performing hiring and disciplinary functions, conducting performance evaluations, providing leadership, guidance and direction and ensuring employees meet licensing and training requirements. | 40% | S |
| 2) Performs other duties by assisting attorney's and the general public with concerns regarding facilities and inmates. | 30% | S |
| 3) Provides and safe and secure facility for inmates by inspecting facility, coordinating repairs with maintenance and maintaining structural integrity for facility and systems. | 15% | M |
| 4) Administrates the budget by identifying costs, requesting sufficient funding for efficient operations, monitoring expenditures, instituting cost control measures and pursuing potential sources of revenues and grant opportunities. | 15% | S |
| <u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy | | |

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

| Physical Demands | Frequency Code | Description |
|-------------------------|-----------------------|---|
| Standing | O | Observing operations |
| Sitting | F | Desk work, meetings |
| Walking | O | Around facility |
| Lifting | R | Files and supplies |
| Carrying | R | Files and supplies |
| Pulling | R | File drawers |
| Pushing | R | File drawers |
| Using Fine Dexterity | F | Computer keyboard |
| Reaching | F | For files |
| Kneeling | N | |
| Crawling | N | |
| Twisting | N | |
| Climbing | N | |
| Balancing | N | |
| Seeing | C | Reading, computer screen |
| Hearing | C | Communicating with personnel and general public |
| Talking | C | Communicating with personnel and general public |
| Using Foot Controls | N | |

Machines, Tools, Equipment and Work Aids:

Computer and related software, telephone

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

| ENVIRONMENTAL FACTORS | | | | | |
|------------------------------|---|----------------------|---|---------------------------|---|
| Dirt and Dust | N | Extreme Temperatures | Y | Noise and Vibration | M |
| Fumes and Odors | N | Wetness/Humidity | Y | Darkness or Poor Lighting | Y |

| HEALTH AND SAFETY | | | | | |
|--------------------------|---|------------------|---|-----------------------|---|
| Mechanical Hazards | N | Chemical Hazards | D | Electrical Hazards | N |
| Fire Hazards | N | Explosives | N | Communicable Diseases | D |
| Physical Danger or Abuse | D | Other (specify) | | | |

| PRIMARY WORK LOCATION | | | | | |
|------------------------------|---|-----------|--|------------------------|--|
| Office Environment | X | Warehouse | | Shop | |
| Vehicle | | Outdoors | | Other: Jail Facilities | |

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

| | | | |
|--|---|---|---|
| Time Pressures | F | Emergency Situations | O |
| Frequent Change of Tasks | R | Irregular Work Schedule/Overtime | R |
| Performing Multiple Tasks Simultaneously | O | Working Closely with Others As Part of a Team | C |
| Tedious or Exacting Work | O | Noisy/Distracting Environment | N |

JOB REQUIREMENTS

Formal Education:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience:

Over three years up to and including four years experience is required.

Certifications and Other Requirements:

Advanced Peace Officer License

Jailer License

Valid Texas Class C Driver's License

Supervisory:

Work requires supervising and monitoring work performance through the assistance of other supervisors or administrators, including making final decisions in hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.